

WANT TO BE AN EXECUTIVE SECRETARY?

Calling all persons interested in becoming executive secretarial workers.

Secretarial Science is a concentrated program useful to all persons who desire to become office workers. It provides training in the total activities of a business office, office machines, filing systems, personality improvement, human relations, and job interview procedures.

This is a finishing course designed to give you that extra bit to become an assistant to your boss as well as a competent typist and secretary.

A glance at the want ads of your local newspaper will reveal many very good office positions that you may not be able to qualify for at this time, but with training these doors will open for you. Any junior or senior interested in being a future secretary should contact their counselor for further information.

Mrs. Evelyn G. Durham, instructor for this program, has a broad background of educational and secretarial work experience. She holds a Bachelor of Science in secretarial administration from the University of North Carolina at Greensboro. Prior to coming with Randolph Tech, Mrs. Durham taught business subjects in the public schools of High Point, Greensboro, and Asheboro. She also taught for three years at Brian Business College in Asheboro.

Applicants are being accepted for the fall quarter to begin September, 1968. If you are looking for a practical, low-cost solution to train for secretarial employment, consider Randolph Tech in Asheboro.

